

POLICY AND COMMUNICATIONS BULLETIN

THE CLINICAL CENTER

Medical Administrative Series

M90-9 (rev.)

23 August 2000

MANUAL TRANSMITTAL SHEET

SUBJECT: Interim and Temporary Privileges

1. Explanation of Material Transmitted: This issuance transmits the policy of the Medical Executive Committee regarding the granting of interim or temporary clinical privileges to health care providers at the Warren Grant Magnuson Clinical Center. The policy was approved initially by the Medical Board on 4 September 1990. The policy was reviewed by the Medical Executive Committee on 15 August 2000 and approved with changes to the section on temporary privileges, and to the appendices.
2. Material Superseded: MAS No. M90-9 (rev.), dated 3 June 1997
3. Filing Instructions: Medical Staff Section

Remove: No. M90-9 (rev.), dated 3 June 1997

Insert: No. M90-9 (rev.), dated 23 August 2000

DISTRIBUTION

Physicians, Dentists and Other Practitioners Participating in
Patient Care

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SUBJECT: Interim and Temporary Privileges

PURPOSE

To set forth the policy of the Medical Executive Committee regarding the granting of interim or temporary clinical privileges to health care providers at the Warren Grant Magnuson Clinical Center (CC).

POLICY

Interim clinical privileges to practice at the CC for a period not to exceed 45 days may be granted to physicians, dentists, podiatrists, or other health care providers by the Director, CC, upon the recommendation of the Chair, Credentials Committee, in situations where time or other circumstances do not permit the completion of the normal credentialing process. In truly emergent situations, temporary privileges may be granted for a period not to exceed five days.

Practitioners granted interim or temporary privileges must abide by all applicable CC Medical Staff Bylaws and rules, and shall function under the supervision of the appropriate Clinical Director, CC Department Head, or other Senior Staff member designated for this purpose. Specific supervision and reporting may be required of practitioners granted interim or temporary privileges.

The Director, CC, may terminate a practitioner's interim or temporary privileges at any time, subject to subsequent review by the Medical Executive Committee.

INTERIM PRIVILEGES

In the normal course of events, a physician, dentist, podiatrist, or other health care provider shall apply for and be granted clinical privileges at the Warren Grant Magnuson Clinical Center at the time of his/her appointment and before he/she first contacts patients. There may be situations, however, in which it is necessary or desirable for the individual to have contact with patients before the normal credentialing process can be completed. In such cases, interim privileges may be granted.

The applicant shall submit all of the forms and documents required for credentialing and granting of clinical privileges as specified in M90-5, "Credentialing Health Professionals at the Clinical Center." In addition, a memorandum requesting interim privileges must be submitted to the Chair, Credentials Committee, CC (see Appendix A). The request must be signed by the Branch Chief or CC Department Head initiating the request, and should indicate why privileges are being requested before the normal process can be completed.

Before recommending or granting interim privileges, the Chair, Credentials Committee and Director, CC, shall review the available information to establish the clinical competence and ethical standing of the designee.

Interim privileges, if approved, shall remain effective only until completion of processing, through formal channels, of the designee's application for permanent appointment to the Medical Staff. Interim privileges are not renewable, and are valid for a period not to exceed 45 days.

Practitioners granted interim privileges must abide by all applicable CC Medical Staff Bylaws and rules, and shall function under the supervision of the appropriate Clinical Director, CC Department Head, or other Senior Staff member designated for this purpose. Specific supervision and reporting may be required of practitioners granted interim privileges.

TEMPORARY PRIVILEGES

In emergent or very unusual situations, temporary privileges may be granted when it is necessary for a practitioner to be granted privileges when the forms and documents normally required for credentialing cannot be submitted. In such cases, the Branch Chief or CC Department Head shall submit a one-page memorandum through the Chair, Credentials Committee, to the Director, CC, (Appendix B) in which are the qualifications of the practitioner, the specific duties to be performed, and the reason why a request for permanent privileges has not been submitted. Staff of Credentialing Services will perform primary verification (documented by a phone call) of licensure and current practice whenever feasible. When not feasible, a representative of the Institute/Department requesting the temporary privileges shall provide documented evidence of verification.

If the Credentials Committee Chair recommends, and the Director, CC, agrees, temporary privileges may be granted. These privileges shall be valid for a period not to exceed five days, and may not routinely be renewed. If the practitioner continues to need privileges to practice at the CC, a request for standard privileges shall be submitted according to M90-5, "Credentialing Health Practitioners at the Clinical Center."

It is to be stressed that a request for temporary privileges is not a substitute for the standard credentialing process, and shall be requested only in rare circumstances.

**Memorandum**

Date: **APPENDIX A**
From: (Department Head or Branch Chief)
Subject: Request for Interim Privileges
To: Director, Clinical Center
THROUGH: Chair, Credentials Committee

I am hereby requesting approval of interim privileges for the designee identified below.

1. DESIGNEE: _____
(Full Name) (Professional Degree)

2. BUSINESS ADDRESS: _____

(Telephone number)

3. REASON: (Why are privileges necessary prior to approval of medical staff membership and what **specific** duties are to be performed by the designee?)

(Medical License Number) (State of Licensure) (Expiration Date)

(Specialty Board Name) (Specialty Title) (Certificate Number)

(Medical School) (Year Graduated) (Consultant Hospital Affiliation)

4. EFFECTIVE DATES: From: _____ To: _____
(Period may not exceed 45 days)

Please forward the completed memorandum to Credentialing Services, Medical Record Department, (10/1N204), for approval. You and the designee will be notified of the approval action. Interim privileges are NOT renewable and are NOT to be requested until an application for permanent privileges has been submitted. Practitioners granted interim privileges must abide by the CC Medical Staff Bylaws and rules, and shall be under the supervision of the appropriate Institute Clinical Director or CC Department Head, as applicable, or other Senior Staff member whom the latter may designate.

☐ Recommend Approval:
☐ Recommend Disapproval: _____ Date _____
Chair, Credentials Committee
☐ Approve: _____ Date _____
☐ Disapprove: _____ Date _____
Director, The Clinical Center

**Memorandum**

Date: **APPENDIX B**
From: (Department Head or Branch Chief)
Subject: Request for Temporary Clinical Privileges
To: Director, Clinical Center
THROUGH: Chair, Credentials Committee

I am hereby requesting approval of temporary privileges for the designee identified below.

1. DESIGNEE: _____
(Full Name) (Professional Degree)

2. BUSINESS ADDRESS: _____

(Telephone number)

3. REASON: (Why request for full privileges was not submitted and what **specific** duties are to be performed by the designee?)

(Medical License Number) (State of Licensure) (Expiration Date)

(Specialty Board Name) (Specialty Title) (Certificate Number)

(Medical School) (Year Graduated) (Consultant Hospital Affiliation)

4. EFFECTIVE DATES: From: _____ To: _____
(Period may not exceed 5 days)

Please forward the completed memorandum to Credentialing Services, Medical Record Department, (10/1N204), for approval. You and the designee will be notified of the approval action. Temporary privileges may not routinely be renewed unless under extraordinary circumstances. Practitioners granted temporary privileges must abide by the CC Medical Staff Bylaws and rules, and shall be under the supervision of the appropriate Institute Clinical Director or CC Department Head, as applicable, or other Senior Staff member whom the latter may designate.

☐ Recommend Approval:
☐ Recommend Disapproval: _____ Date _____
Chair, Credentials Committee
☐ Approve: _____ Date _____
☐ Disapprove: _____ Date _____
Director, The Clinical Center